



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

November 12, 2014

On behalf of the Michigan Truck Safety Commission (MTSC), the Michigan Office of Highway Safety Planning is requesting proposals from universities and non-profit agencies to conduct, evaluate, and make recommendations based on a Direct Observation Survey for Commercial Motor Vehicle Safety Belt and Hand-Held Device Use in Michigan for fiscal year 2015. The proposal is detailed in Attachment A.

Submitted proposals will be evaluated by the MTSC RFP Committee. The proposals will be evaluated based upon how well the applicant understands the project, the methodology used for the project, management of the project, experience and qualifications, and cost. Detailed requirements for each of these criteria can be found in Attachment B. A recommendation will then be made to the MTSC for approval.

Once a proposal is selected, the applicant will be required to submit a grant through the on-line grant system. The grant will be administered by OHSP on a cost-reimbursement basis. All grant-related costs incurred in a particular quarter are first paid by the grantee, and then reimbursed by OHSP.

The organization awarded the grant must agree to abide by the OHSP's "Grant Management Requirements". A copy of these requirements can be found in Attachment C.

Proposals should be concise, straightforward and prepared simply and economically. Elaborate presentations and promotional materials are neither necessary nor desired.

To be considered for this project, you must submit one copy of your proposal to the following Email addresses: FarnumK@michigan.gov and KilvingtonC@michigan.gov by Wednesday, December 10, 2014.

If you have any questions, please contact Charlotte Kilvington at (517) 241-2582 by December 4, 2014. Answers will be posted on the OHSP website at [www.michigan.gov/ohsp](http://www.michigan.gov/ohsp).

Thank you in advance for your interest in the Direct Observation Survey for Commercial Motor Vehicle Safety Belt and Hand-Held Device Use in Michigan.

Sincerely,

Michael L. Prince, Director  
Office of Highway Safety Planning